



Deborah A. Gist
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

VACANCY NOTICE

DIVISION OF FISCAL INTEGRITY & EFFICIENCIES FINANCE OFFICE

***CONTROLLER**

Salary (Min) \$67,657 (Mid) \$87,952

POSTING PERIOD: May 20 – June 3, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, AFT)

*** SUBJECT TO FTE AND FUND AVAILABILITY**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Controller

GENERAL STATEMENT OF DUTIES: Incumbent is responsible for maintaining basic fiscal control, accounting, and reporting procedures for the department's varied financial requirements related to funding, including analysis, interpretation, reporting, and presentation of financial data to management and other State and Federal agencies.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Assists the Department and the Board of Regents in requesting yearly adequate funding for local school districts and for the Department of Education to achieve its mission, which includes gathering, tracking, and evaluating financial data necessary in preparing the Board of regent's annual and revised general revenue, restricted, and Federal budgets.

Informs and notifies the State budget office, House and Senate fiscal offices on the Department's total anticipated expenditures during each fiscal year which is required by State law, which indicates areas where the department plans to over/under expend which may require supplemental appropriations.

Provides, analyzes, and interprets financial results to directors and managers for utilization in their decision making process.

Calculates and negotiates the department's indirect rate with the USDOE.

Prepares financial reports as required to satisfy Federal and non-profit requirements.

Verifies retirement fund rates, calculates contributions, develops spending projections and serves as the liaison to the State Budget Office and the State Retirement Board in order to administer the state's contributions to the Teacher Retirement Fund.

Ensures expenditures and encumbrances are appropriate, proper, and allowable on assigned programs to ensure adherence to State and Federal policies, procedures, and guidelines. Reconciles and records annual budgets, expenditures, and available balances.

Communicates and provides assistance to clients and vendors in resolving issues or answering questions.

Provides financial assistance to the Department when Local School Districts request action under various statutes of the General Education Laws of Rhode Island or through telephone conversations.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of GAAP.

Knowledge of the State's financial accounting system.

Knowledge of pension plan rules and regulations

Knowledge of applicable State, Federal, and local laws, rules, and regulations.

Knowledge of applicable reporting requirements.

Skilled in analyzing data and verifying costs.

Skilled in providing leadership.

Skilled in handling multiple tasks simultaneously.

Skilled in preparing a variety of complex reports.

Skilled in conducting complex analysis.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Bachelor's Degree required. Master's Degree in accounting, finance, and public administration preferred. CPA or certified with GFO a desirable

EXPERIENCE: Three years of responsible accounting experience.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004